



DOT-OFFICE TECHNICIAN AIDE

Characteristics of Work

This is entry level para-professional work in receiving, verifying, and submitting for approval by review authorities documents required to initiate or amend actions related to construction or maintenance activity. This work is performed independently and requires a knowledge of rules and regulations governing reporting deadlines and criteria for document content. Employees assume full responsibility for the compilation and verification role within a section and may supervise clerical employees in performing the job. Allocations to this job class are limited and appear in conjunction with DOT-Office Technician positions. General supervision is received from an administrative supervisor.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Reviews construction plans for roadways and bridges to determine if necessary information is provided in preparation for bid proposal development.

Composes and assembles for printing all roadway and bridge construction contract proposals to be let to contract; prepare proposal in accordance with document requirements and type of funding.

Prepares advertisements and re-advertisements advising contractors of materials and quantities outlines in the contract proposal and deadline for submission of the bid.

Drafts and transmits any changes or corrections to proposals and plans on upcoming projects to be let to contract.

Transmits proposed changes in standard specifications to Federal Highway Administration for approval.

Tabulates for Transportation Commission review line item cost estimates for each construction project used by the Commission to determine the reasonability of submitted bids.

Composes formats, types and prints specifications on personal computer.

Advises contractors and bonding companies of approved bids and of the need to submit necessary documents for compliance with contract specifications.

Drafts letters transmitting documents on contracts from the Federal Highway Administration.

Ensures that notices to proceed on contraction and notices of final settlement of payments are issued.

Monitors the submission of matching fund monies by municipalities and forwards checks to Financial Control Division to credit against the municipality's portion of contract cost.

Serves as the primary contact for dissemination for Urban Project information and interpretation of regulations.

Related or similar duties are performed as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Reviews, prepares, and edits all contract proposals involved in bid developments.
2. Reviews all submitted bid proposals and suggests changes as necessary.
3. Serves as contact for contractors and all other involved parties regarding federal, state, and agency rules and regulations for contracts.
4. Ensures all documents, fines, and fees are submitted to the appropriate parties to complete contract fulfillment.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Completion of two (2) years (sixty (60) semester hours) from an accredited two-year or four-year college or university in engineering technology, accounting, finance, business administration, or a related field.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of experience related to engineering technology, accounting, finance, business administration, or a related fiscal field.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.